



**SFSC  
District Board of Trustees  
Regular Meeting  
December 8, 2021**

**Highlands Campus  
1:00 p.m.**

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**Tami Cullens, Chair  
Terry Atchley, Vice Chair  
Tim Backer  
Derren Bryan  
Louis Kirschner  
Kris Y. Rider  
Joe Wright  
Thomas C. Leitzel, President/Secretary**

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**1.0 *Call to Order and Preliminary Matters***



OFFICE OF THE PRESIDENT

Item 1.1

PRESENT TO BOARD: DECEMBER 8, 2021

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL

A handwritten signature in blue ink, appearing to read "Tom", is placed next to the name Thomas C. Leitzel.

SUBJECT: ADOPTION OF AGENDA

It is recommended that the agenda of the regular meeting of December 8, 2021 be adopted.

**SUGGESTED MOTION:**

**Move to adopt the agenda of the regular meeting of  
December 8, 2021 as presented.**

**REGULAR MEETING AGENDA  
SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES  
HIGHLANDS CAMPUS  
DECEMBER 8, 2021  
1:00 P.M.**

- 1.0 Call to Order and Preliminary Matters
  - 1.1 Adoption of Agenda
  - 1.2 Approval of Minutes
    - 1.2.1 Regular Meeting – October 27, 2021
  - 1.3 Review of Master Calendar
- 2.0 Communications, Introductions, and Recognition
  - 2.1 New Employee Introductions
  - 2.2 Employee Retirement Acknowledgements
- 3.0 Public Comment
- 4.0 Presentations
  - 4.1 Florida Blue Nursing and Allied Health Scholarship Presentation
- 5.0 Consent Agenda Action Items
  - 5.1 Personnel Actions
  - 5.2 Operating Actions
    - 5.2.1 Monthly Accounts Payable & Payroll Check Register
- 6.0 Planning and Policy Issues
- 7.0 Academic and Student Matters
  - 7.1 Curriculum Proposal
- 8.0 Other Action Items
  - 8.1 Mission Statement Affirmation
  - 8.2 Strategic Plan (Destination 2026) Presentation and Approval
- 9.0 Reports
  - 9.1 Financial Report
  - 9.2 Foundation Report
  - 9.3 Grants Development Report
  - 9.4 President's Report
  - 9.5 Board Attorney Report
  - 9.6 Board Member Reports
  - 9.7 Board Chair Report
- 10.0 Adjournment



OFFICE OF THE PRESIDENT

Item 1.2.1

PRESENT TO BOARD: DECEMBER 8, 2021

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: MINUTES – REGULAR MEETING – OCTOBER 27, 2021

It is recommended that the minutes of the regular meeting held October 27, 2021 be approved as presented and recorded in the Supplemental Minute Book.

**SUGGESTED MOTION:**

**Move to approve the minutes of the October 27, 2021 regular meeting as presented.**

**MEETING MINUTES  
SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES  
OCTOBER 27, 2021**

**Members Present:** Mrs. Tami Cullens, Chair  
Mr. Terry Atchley, Vice Chair  
Mr. Tim Backer  
Mr. Derren Bryan  
Dr. Louis H. Kirschner  
Mrs. Kris Y. Rider  
Mr. Joe Wright  
Dr. Thomas C. Leitzel, President/Secretary  
Mrs. Pamela T. Karlson, College Attorney

<b>Staff Present:</b>	Mrs. Jamie Bateman	Mrs. Ashley Bennett	Dr. Mark Bukowski
	Mr. Erik Christensen	Mr. Peter Elliott	Dr. Robert Flores
	Ms. Cindy Garren	Ms. Debbie Gutierrez	Mrs. Tina Gottus
	Dr. James Hawker	Dr. Michele Heston	Mr. Don Kesterson
	Mrs. Melissa Kuehnle	Mr. Keith Loweke	Ms. Tasha Morales
	Mr. Jonathan Stern	Dr. Sid Valentine	Dr. Chris van der Kaay
	Mrs. Teresa Vorous	Mrs. June Weyrauch	

**Others Present:** Mrs. Barbara Kirschner

The regular meeting of the District Board of Trustees was called to order at 1:03 p.m. on the Highlands Campus of South Florida State College by Board Chair, Mrs. Tami Cullens.

**1.0 PRELIMINARY MATTERS**

**1.1 Adoption of Agenda**

**Mr. Atchley made a motion, seconded by Mr. Wright, to adopt the amended agenda with the removal of Item 5.3.1 of the regular meeting held October 27, 2021 as presented.** Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mrs. Cullens, Dr. Kirschner, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

**1.2 Approval of Minutes**

**1.2.1 Regular Meeting Minutes**

**Mr. Wright made a motion, seconded by Mr. Backer, to approve the minutes of the regular meeting held September 29, 2021 as presented.** Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mrs. Cullens, Dr. Kirschner, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

**1.3 Review of Master Calendar**

The Master Calendar was reviewed. Dr. Leitzel recommended that the Planning Workshop start time be moved from 10:00 a.m. to 11:00 a.m. as Dr. van der Kaay does not need the additional time for his report. Dr. Leitzel also recommended that the January 19 DBOT be moved due to a schedule conflict with the AFC Trustee Commission Legislative Conference in Tallahassee. The Board agreed with the time recommendation for the Planning Workshop and to move the January 19 DBOT meeting to January 26.

Mr. Wright requested that an updated DBOT Master Calendar be sent to the Board prior to the December DBOT meeting. Mrs. Bennett will publicly notice these calendar changes and get a revised calendar to the Board. Mr. Backer recommended that the Board still donate a raffle gift to the college for the Employee Holiday Luncheon. The Board agreed and Mr. Backer stated that he would take care of getting the raffle gift.

## 2.0 COMMUNICATIONS, INTRODUCTIONS, AND RECOGNITIONS

None

## 3.0 PUBLIC COMMENT

None

## 4.0 PRESENTATION

### 4.1 The Division of Corporate and Continuing Education Update

Dr. Leitzel introduced Mrs. Tina Gottus to the Board. He stated that this area of the college has renewed focus, and its array of program offerings is impressive. Mrs. Gottus shared highlights of the past four years of Corporate and Continuing Education (CCE) and the restructure with new programs. Mr. Atchley thanked Mrs. Gottus for her presentation. He stated that the information sheet that was handed out needs to be shared with all the local Industrial Development Authority and Economic Development Commissions in the communities. Mrs. Cullens stated that the CCE program is on track with the QEP. Dr. Leitzel informed the Board that Senator Albritton recommended that the college apply for another legislative appropriation for an additional mobile welding lab. The college currently has a legislative appropriation application for a truck driving simulator.

Following Mrs. Gottus' presentation Mrs. Cullens announced that on October 15<sup>th</sup> Mrs. Lana Puckorius resigned as a District Board of Trustee. She stated that her seat will remain open until the Governor appoints someone. Since Mrs. Puckorius held the position as the Foundation Liaison, **Mr. Wright made a motion, seconded by Mr. Bryan, to approve the nomination of Mr. Backer as the new Foundation Liaison. Mrs. Cullens asked if there were any other nominations. There being none, Mrs. Cullens then called for a vote.** Those voting in favor of the motion were Mr. Atchley, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mrs. Rider, and Mr. Wright. Mr. Backer abstained. **Motion carried by unanimous vote.**

Mr. Atchley volunteered to review the monthly warrants. Mrs. Cullens thanked Mr. Backer and stated that the Board will miss Mrs. Puckorius.

## 5.0 CONSENT AGENDA ACTION ITEMS

### 5.1 Personnel Actions

Approved a list of full-time professional staff; resignations; adjunct faculty 2021-22, academic year as needed as presented.

*(EXHIBIT "A")*

### 5.2 Agreements and Contracts

**5.2.1** Approved the renewal of an agreement between AdventHealth Polk South, Inc. and South Florida State College as presented. *( EXHIBIT "B")*

### 5.3 Grant Awards

**5.3.1 Consolidated Adult General Education Highlands**  
Removed from DBOT agenda

**5.3.2 Carl D. Perkins V**

Florida Department of Education (FDOE)  
Programs

\$245,344 – Postsecondary

**5.4 Operational Actions**

**5.4.1 Monthly Accounts Payable/Payroll Check Register**

Approved the monthly accounts payable/monthly payroll check register for September as presented.

*(EXHIBIT "C")*

**5.4.2 Property Deletion**

Approved the deletion of College property from inventory records as presented.

*(EXHIBIT "D")*

**Mr. Atchley made a motion, seconded by Mrs. Rider, to approve the Consent Agenda, Items 5.1 through 5.4.2 as presented.** Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mrs. Rider and Mr. Wright. **Motion carried by unanimous vote.**

**6.0 PLANNING AND POLICY ISSUES**

None

**7.0 ACADEMIC AND STUDENT MATTERS**

**7.1 Curriculum Proposals**

Dr. Valentine presented the curriculum proposals and gave a brief overview to the Board.

*(EXHIBIT "E")*

**Mr. Backer made a motion, seconded by Mr. Wright, to approve the curriculum proposals as presented.** Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

**8.0 PURCHASING AND OTHER ACTION ITEMS**

**8.1 Ellucian Banner SaaS Upgrade**

Mr. Elliott reported that the transition to Banner SaaS will improve the College's capacity to support students and faculty in a remote learning environment, enable the College to respond to future natural disasters such as hurricanes and pandemics in a more effective manner, and reduce the College's exposure to IT security threats by leveraging the IT security resources of this business partner. He stated the upgrade will improve College operations through the expanded utilization of the capabilities of the Banner software by reducing manual paper processes and improving document workflow in student services, HR/payroll, and finance.

*(EXHIBIT "F")*

**Mrs. Rider made a motion, seconded by Mr. Backer, to approve the the agreement with Ellucian Company, LP, to Banner SaaS pursuant the attached proposal dated October 10, 2021.** Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mrs. Rider and Mr. Wright. **Motion carried by unanimous vote.**



## **8.2 Adjunct and Overload Pay Rate**

Mr. Elliott gave a brief overview of the salary schedule pertaining to adjunct and overload pay rates. He stated that as part of the College's efforts to maintain competitive salary rates, he is recommending to increase adjunct and overload pay on average by 3% effective for classes and activities beginning after January 1, 2022. Mr. Elliott stated this is the same percentage increase that was provided to full-time faculty and staff when the FY22 Budget was approved by the Board.

Mr. Wright stated that he is glad the College is able to provide the increase for adjunct faculty.

*(EXHIBIT "G")*

**Mr. Wright made a motion, seconded by Mr. Atchley, to approve amendments to the College Salary Schedule effective January 1, 2022, to implement a 3% increase to adjunct and overload pay rates pursuant to the schedule presented.** Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mrs. Rider and Mr. Wright. **Motion carried by unanimous vote.**

## **9.0 REPORTS**

### **9.1 Financial Report**

Mr. Elliott reported on the graphs and a summary of revenues and expenditures compared to budgeted funds within the Operating Budget through September 2021.

*(EXHIBIT "H")*

Mrs. Cullens asked a question pertaining to receiving lottery funding in the upcoming fiscal year. Mr. Elliott addressed her questions and stated that it is too early to tell what will happen with funding for next year.

Dr. Leitzel commended Mrs. Teresa Vorous for her work as the Controller and how well she and Mr. Elliott work together. He thanked her for her continued good work.

### **9.2 Foundation Report**

Mrs. Bateman reported that the South Florida State College Foundation, Inc. received donations and pledges in the amount of **\$21,089.00** from September 1 through September 30, 2021. Mrs. Bateman reported that electrical work on one wing of the Hotel Jacaranda has been completed and work on the west wing will begin. She stated that plumbing in a couple of rooms has been completed and the company will be back during spring break. Mrs. Bateman stated that she received a quote for the work that needs to be done to fix the windows at the Hotel Jacaranda. Mr. Wright asked why the quote was that high. Mrs. Bateman stated that it is due to the quantity and the extent of repair that needs to be done. Mrs. Bateman gave an update on the progress of the Student Residence Facility. Mrs. Bateman announced that Take Stock in Children has a finalist with the TSIC Leaders 4 Life scholarship, Mr. Braden Beaney from DeSoto High School. She stated that TSIC over the past ten years has had fourteen finalist and eight winners.

### **9.3 Resource Development**

#### **I. Grants Development Report**

Dr. van der Kaay reported on the Grants Development Report dated 10/27/21.

#### **II. In Development**

##### **A. Retired and Senior Volunteer Program (R.S.V.P.)**

Corporation for National and Community Service \$52,034

### **9.4 President's Report**

Dr. Leitzel reported on the following items:

1. Reflected on the SACSCOC On-Site Visit. Dr. Valentine reported on the follow-up focus report to SACSCOC and the next steps in the reaffirmation process. Mrs. Cullens thanked Dr. Valentine for all his work.
2. ACEN On-Site Accreditation Update: Dr. Heston gave a brief background on accreditation visit. She shared that the College is compliant in all six standards and fifty-two criteria that were reviewed. Dr. Leitzel announced the we received a 100% pass rate on the LPN NCLEX.
3. Enrollment Update: Dr. Leitzel reported that summer FTE was up and fall FTE is projected to be flat.
4. FCS Enrollment Update Special Report: Dr. van der Kaay gave a brief overview of the Florida College System fundable FTE and how FTE is calculated. He reported on FTE trends. Dr. Leitzel shared that the FCS has a small college consortium that he participates in.
5. Tallahassee Update: Dr. Leitzel highlighted the Recognition Event for Senator Albritton held on October 25. Mrs. Bateman reported on her meetings with Representative Bell and Representative Tuck about appropriation requests while she was in Tallahassee. Mrs. Bateman is currently working with the college's lobbyist on the appropriations. Dr. Leitzel thanked Mrs. Bateman for her work in Tallahassee and with the lobbyist.
6. Announced the Veterans Day program will be held on the Highlands campus on Thursday, November 11.
7. Reminded the Board the Planning Meeting will begin at 11 a.m. and the regular meeting at 1 p.m.
8. Fall Commencement: Dr. Leitzel announced that fall commencement will be held on Thursday, December 16 beginning at 6:45 p.m.

### **9.5 Board Attorney's Report**

Mrs. Karlson stated no report.

### **9.6 Board Members' Reports**

Mr. Backer stated that he had a good time at the ACCT Leadership Congress in San Diego and the sessions were very informative. He stated that everyone did a great job with the SACSCOC On-Site visit and wished everyone a Happy Thanksgiving.

Dr. Kirschner stated no report.

Mr. Bryan congratulated everyone on the SACSCOC On-Site visit. He stated that he would like to report on the ACCT Leadership Congress conference at a later time.

Mr. Wright reflected on the time when Mrs. Tina Gottus was hired and he appreciated her presentation today and her continued work. He shared that his father had recently passed away and he appreciated the flowers from the college and trustees.

Mrs. Rider reflected on the SACSCOC On-Site visit.

Mr. Atchley reminded that Board of the challenge request for contributions to the Ken Lambert Endowment. He presented Mrs. Bateman with a check from the City of Wauchula in the amount of \$16,500 for the endowment. He stated that he had a wonderful trip to San Diego for the ACCT Leadership Congress conference and that it was a great opportunity to learn as a new trustee. Mr. Atchley asked the Board to consider to approve a letter of support for him to be appointed to the ACCT Governance and Bylaws Committee. **Mr. Bryan made a motion, seconded by Mrs. Rider, to approve a letter of support for Mr. Atchley to request to be appointed to the ACCT Governance and Bylaws Committee.** Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mrs. Rider and Mr. Wright. Mr. Atchley abstained. **Motion carried by unanimous vote.** Mr. Atchley thanked Mrs. Cullens for her leadership role in ACCT.

#### **9.7 Board Chair Report**

Mrs. Cullens stated that she is grateful for Mr. Atchley being active and taking on leadership roles. She gave a brief overview of the ACCT Leadership Congress conference. Mrs. Cullens highlighted the diversity session that she attended and how expansive the term diversity is depending on your region. She thanked everyone for their support of the Board. Mrs. Cullens wished everyone a Happy Thanksgiving. She thanked Mr. Christensen for organizing and hosting the Veterans Day program.

#### **10.0 ADJOURNMENT**

There being no further business to come before the Board, the meeting adjourned at 2:56 p.m.



OFFICE OF THE PRESIDENT

Item 1.3

PRESENT TO BOARD: DECEMBER 8, 2021

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL

A handwritten signature in blue ink, appearing to read "Tom", is written over the name "THOMAS C. LEITZEL".

SUBJECT: REVIEW OF MASTER CALENDAR

Information:

The Board of Trustees Calendar identifies the activities, meetings, and issues directly affecting the Board throughout the year. Please review the attached calendar and identify any additional items that should be listed, or any changes that might be necessary.

## District Board of Trustees Master Calendar

DECEMBER 2021	JANUARY 2022	FEBRUARY 2022
<p>2 A Country Christmas with the Gatlin Brothers, Dinner, 5:30 PM</p> <p>8 Planning Workshop, 11 AM Board Meeting, 1 PM Highlands Campus</p> <p>9 Foundation Christmas Luncheon, 11:30 AM Hotel Jacaranda</p> <p>13 Michael W. Smith, Dinner, 5:30PM</p> <p>15 Holiday Luncheon and Meritorious Awards, 11:30 AM Wildstein Center</p> <p>16 Fall Commencement</p> <p>18 – Jan 3 Winter Break</p>	<p>13-16 Million Dollar Hole-in-One Golf Shootout, SNL</p> <p>18-19 AFC Trustee Commission Legislative Conference, Tallahassee, FL</p> <p>26 Board Meeting, 1 PM Highlands Campus</p>	<p>6-9 ACCT Legislative Summit, Washington, DC</p> <p>9 The Simon &amp; Garfunkel Story, Dinner, 5:30 PM</p>
MARCH 2022	APRIL 2022	MAY 2022
<p>23 Board Meeting, 1 PM Highlands Campus</p>	<p>20 Board Meeting, 1 PM Highlands Campus</p>	<p>10 Spring Commencement</p> <p>25 Budget Workshop, 11 AM Board Meeting, 1 PM Highlands Campus</p> <p>TBD Legacy Showcase</p>
JUNE 2022	JULY 2022	AUGUST 2022
<p>22 Board Meeting, 1 PM Highlands Campus</p>	<p>13 Board Meeting, 1 PM Highlands Campus</p>	<p>TBD Board Meeting, 1 PM Highlands Campus</p>
SEPTEMBER 2022	OCTOBER 2022	NOVEMBER 2022
<p>TBD Board Meeting, 1 PM Highlands Campus</p>	<p>TBD Board Meeting, 1 PM Highlands Campus</p>	<p>TBD Board Meeting, 1 PM Highlands Campus</p>

**New Addition**

Tentative \*

## ***2.0 Communications, Introductions, and Recognitions***



OFFICE OF THE PRESIDENT

Item 2.1

PRESENT TO BOARD: DECEMBER 8, 2021

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL

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SUBJECT: NEW EMPLOYEE INTRODUCTIONS

Employee	Position	Supervisor	Hired
Rasheena Morris-James	Instructor, Nursing	Mary von Merveldt	8/16/21
Marlene Cruz	Instructor, Nursing	Mary von Merveldt	8/16/21
Kayln Baker	Coord. Clinical Exp. & Nursing Lab	Mary von Merveldt	8/18/21
Kailey Smith	Coord. Clinical Exp. & Nursing Lab	Mary von Merveldt	9/1/21
Rose Basso-Dubois	Instructor, Dental Hygiene	Deb Milliken	8/16/21
Nancy Velez Ocasio	Staff Asst. I, Testing	Adela Bello	9/1/21
Bruce Leckey	Instructor, Accounting/Business – Temp	Michelle Leidel	9/1/21
Daniel Prusinski	Instructor, Lineman Program – Temp	Tom Bush	9/1/21



OFFICE OF THE PRESIDENT

Item 2.2

PRESENT TO BOARD: DECEMBER 8, 2021

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL

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SUBJECT: EMPLOYEE RETIREMENT ACKNOWLEDGEMENTS

Employee	Position	Dates of Service
Erik Christensen	Dean, Applied Sciences and Technology	8/17/2004 – 12/17/2021
Jill Feyerharm-Sconyers	Executive Assistant, Institutional Advancement	8/1/2006 – 1/12/2022
Helen Shoemaker	Professor, Nursing	9/26/1994 – 1/14/2022

**SUGGESTED MOTION:**

**Move to recognize the retirement of Erik Christensen, Jill Feyerharm-Sconyers, and Helen Shoemaker for their many years of service to South Florida State College.**



### ***3.0 Public Comment***

#### **4.0 *Presentations***



OFFICE OF THE PRESIDENT

Item 4.1

PRESENT TO BOARD: DECEMBER 8, 2021

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL

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SUBJECT: FLORIDA BLUE NURSING AND ALLIED HEALTH SCHOLARSHIP  
PRESENTATION

The Florida College System Foundation receives a generous gift each year from Florida Blue, formerly Blue Cross Blue Shield of Florida, Inc., to establish a statewide Nursing and Allied Health Scholarship. The Florida College System Foundation Board of Directors awarded \$13,297 to South Florida State College Foundation for the 2021- 22 Florida Blue Nursing and Allied Health Scholarship.

With matching funds, South Florida State College will be awarding students from the dental, nursing, and radiography programs with the 2021-22 Florida Blue Nursing and Allied Health Scholarships totaling \$26,594.

#### ***5.0 Consent Agenda Action Items***



OFFICE OF THE PRESIDENT

Item 5.0

PRESENT TO BOARD: DECEMBER 8, 2021

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL

A handwritten signature in blue ink, appearing to read "Tom", is placed next to the name Thomas C. Leitzel.

SUBJECT: CONSENT AGENDA ACTION ITEMS

The following Consent Agenda is provided for your review. Any Consent Agenda item may be discussed or removed from the Consent Agenda at the request of any Board member. The actual agenda items with background information are provided in the related section of the Board Agenda. The following sections of the agenda are included in the Consent Agenda: Personnel Actions, Contracts/Agreements, Grant Awards, and Operating Actions. Your consideration of the recommended action is appreciated.

**SUGGESTED MOTION:**

**Move to approve the agenda items listed in the Consent Agenda.**

	<b><i>CONSENT AGENDA ACTION ITEMS</i></b>	<b>Page</b>
<b>5.1</b>	<b>Personnel Actions</b>	<b>23</b>
<b>5.2</b>	<b>Operating Actions</b>	<b>25</b>
	<b>5.2.1 Monthly Accounts Payable &amp; Payroll Check Register</b>	



OFFICE OF THE PRESIDENT

Item 5.1

PRESENT TO BOARD: DECEMBER 8, 2021

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL

A handwritten signature in blue ink, appearing to read "Tom", is written over the name "THOMAS C. LEITZEL".

SUBJECT: PERSONNEL ACTIONS

It is recommended that the personnel items, as specified below, be approved:

**I. APPOINTMENTS, FULL-TIME FACULTY:**

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Riso, Paul	Instructor, Culinary	1/6/2022

**II. APPOINTMENTS, FULL-TIME PROFESSIONAL STAFF:**

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Bruns, Melissa	Coord., Human Resources	11/18/2021
Batz, Edward	Coord., Welding Program	11/15/2021
Ochoa, Sofia	Recruiter	12/1/2021

**III. APPOINTMENTS, FULL-TIME CAREER SERVICE STAFF:**

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Vickers, Emily	Staff Asst. II, Health Sciences	11/15/2021
Schaller, Jenna	Admission, Records & Registration Specialist	12/1/2021
Livingston, George	TLC Specialist: Math Lab	12/1/2021
LaDue, Renee*	Staff Asst. II, Testing & Assessment Center	11/29/2021

\*Internal transfer

**IV. RESIGNATIONS:**

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Snow, Tammy	Staff Asst. II, Corp & Comm Ed	11/12/2021
Bobo, Christianna	HIS-STEM Recruiter	11/12/2021
Stern, Jonathan	Registrar	12/3/2021
Dahlberg, Susana	Financial Aide Advisor	1/4/2022

**V. RETIREMENTS:**

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Osborne, Tracey	Accounts Payable Specialist	1/31/2022

**VI. ADJUNCT FACULTY, 2021-22, ACADEMIC YEAR AS NEEDED:**

<u>Name</u>	<u>Teaching Area</u>	<u>Rank</u>
Dagna, Tonya	A.S. RN to BSN/Prac Nursing	II
Eason, John	Criminal Justice/CPR	IIIB
McDonald, Margaret	Prac Nursing/Nursing Assistant	IIIB
Reyes, Shirley	Nursing	II

**SUGGESTED MOTION:**

**Move to approve the personnel recommendations as presented.**





OFFICE OF THE PRESIDENT

Item 5.2.1

PRESENT TO BOARD: DECEMBER 8, 2021

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: MONTHLY ACCOUNTS PAYABLE/PAYROLL CHECK REGISTER

Summary information for disbursements for all funds through October are enclosed. Detailed information related to expenditures to date is available during normal business hours in the College Business Office.

**SUGGESTED MOTION:**

**Move to approve the monthly accounts payable/monthly payroll check register as presented.**

Accounts Payable:								
	2021/2022 Checks		2021/2022 Electronic Payments		2021/2022 P-Card		2021/2022 Totals	
	No.	Amount	No.	Amount	No.	Amount	No.	Amount
July	587	\$718,260.37	83	\$1,085,949.57	312	\$118,184.46	982	\$1,922,394.40
August	185	\$629,561.63	98	\$534,083.84	369	\$158,689.15	652	\$1,322,334.62
September	1904	\$2,152,158.00	117	\$716,376.57	476	\$270,308.70	2497	\$3,138,843.27
October	1673	\$1,655,059.06	141	\$820,894.71	608	\$148,084.91	2422	\$2,624,038.68
November							0	\$0.00
December							0	\$0.00
January							0	\$0.00
February							0	\$0.00
March							0	\$0.00
April							0	\$0.00
May							0	\$0.00
June							0	\$0.00
Totals	4349	\$5,155,039.06	439	\$3,157,304.69	1765	\$695,267.22	6553	\$9,007,610.97

Payroll:						
	2021/2022 Checks		2021/2022 Electronic Payments		2021/2022 Totals	
	No.	Amount	No.	Amount	No.	Amount
July	17	\$32,319.57	462	\$938,379.69	479	\$970,699.26
August	10	\$16,713.22	345	\$853,166.09	355	\$869,879.31
September	12	\$14,862.84	370	\$890,830.12	382	\$905,692.96
October	7	\$8,564.08	410	\$962,615.34	417	\$971,179.42
November					0	\$0.00
December					0	\$0.00
January					0	\$0.00
February					0	\$0.00
March					0	\$0.00
April					0	\$0.00
May					0	\$0.00
June					0	\$0.00
Totals	46	\$72,459.71	1587	\$3,644,991.24	1633	\$3,717,450.95

#### Accounts Payable:

	2020/21				2021/22		
	# Payments	Monthly Total	Cumulative Total		# Payments	Monthly Total	Cumulative Total
July	953	\$2,026,746.80	\$2,026,746.80		982	\$1,922,394.40	\$1,922,394.40
August	745	\$1,464,964.11	\$3,491,710.91		652	\$1,322,334.62	\$3,244,729.02
September	2,058	\$3,984,120.44	\$7,475,831.35		2,497	\$3,138,843.27	\$6,383,572.29
October	1,346	\$1,870,349.27	\$9,346,180.62		2,422	\$2,624,038.68	\$9,007,610.97
November	1,298	\$2,138,124.55	\$11,484,305.17				
December	947	\$1,645,444.27	\$13,129,749.44				
January	540	\$1,255,948.78	\$14,385,698.22				
February	2,119	\$3,182,576.86	\$17,568,275.08				
March	912	\$1,521,174.46	\$19,089,449.54				
April	1,169	\$1,878,733.00	\$20,968,182.54				
May	903	\$1,423,616.89	\$22,391,799.43				
June	1,836	\$2,575,384.32	\$24,967,183.75				
Totals	14,826	\$24,967,183.75			6,553	\$9,007,610.97	

#### Payroll:

	2020/21				2021/22		
	# Payments	Monthly Total	Cumulative Total		# Payments	Monthly Total	Cumulative Total
July	460	\$940,587.29	\$940,587.29		479	\$970,699.26	\$970,699.26
August	374	\$1,046,825.11	\$1,987,412.40		355	\$869,879.31	\$1,840,578.57
September	400	\$898,630.23	\$2,886,042.63		382	\$905,692.96	\$2,746,271.53
October	440	\$958,704.16	\$3,844,746.79		417	\$971,179.42	\$3,717,450.95
November	449	\$948,924.83	\$4,793,671.62				
December	454	\$991,400.80	\$5,785,072.42				
January	403	\$830,829.74	\$6,615,902.16				
February	424	\$899,954.70	\$7,515,856.86				
March	434	\$905,381.27	\$8,421,238.13				
April	447	\$918,888.51	\$9,340,126.64				
May	435	\$979,522.00	\$10,319,648.64				
June	395	\$891,310.74	\$11,210,959.38				
Totals	5115	\$11,210,959.38			1633	\$3,717,450.95	

## **6.0 Planning and Policy Issues**

## **7.0 Academic and Student Matters**



OFFICE OF THE PRESIDENT

Item 7.1

PRESENT TO BOARD: DECEMBER 8, 2021

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL

A handwritten signature in blue ink, appearing to read "Tom", is written over the name Thomas C. Leitzel.

SUBJECT: CURRICULUM PROPOSALS

Approval is requested for the following curriculum proposals:

I. COURSE ADDITION

Request approval to offer an elective course needed for the RN to BSN students to advance in caring science practices as professional nurses. Students will gain caring behaviors in nursing relationship with self, patients/family, healthcare team, and community; effective Spring 2022 (202220).

➤ **NUR 4XXX Caring Science in Nursing Practice**

II. COURSE REVISION

Request approval to separate combined lectures/labs to ensure that transient and online students can take what is required for their academic program without encumbering them with unnecessary credits or costs; effective Spring 2022 (202220).

➤ **CHM 2210C Organic Chemistry I and Honors**

➤ **CHM 2211C Organic Chemistry II and Honors**

- **Reduce** credit hours from 5 to 3
- **Separate** combined Labs (2 credit hours) from Lectures
- **Move** \$8 course fee to Labs
- **Remove** "C" from course prefix and corequisites

### III. PROGRAM REVISION

Requesting approval to align program by removing an overlap in the content for both HSC 2721 Evidenced-Based Healthcare Practices and HSA 1102 Current Issues in Health; no change to program length; effective Spring 2022 (202220).

➤ **Health Services Management AS #1770**

- **Delete** HSA 1102 Current Issues in Health (2 credit hours)
- **Increase** HSC 2721 Evidence-Based Healthcare Practice credit hours from 1 to 3

**SUGGESTED MOTION:**

**Move to approve the curriculum proposals as presented.**

## ***8.0 Purchasing and Other Action Items***



OFFICE OF THE PRESIDENT

Item 8.1

PRESENT TO BOARD: DECEMBER 8, 2021

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL

A handwritten signature in blue ink, appearing to read "Tom", is written over the name Thomas C. Leitzel.

SUBJECT: SFSC MISSION STATEMENT AFFIRMATION

According to The Principles of Accreditation set forth by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), Section 4: Governing Board, the “governing board ensures the regular review of the institution’s mission” (p.13). Section 2: Mission, requires the College to have “a clearly defined, comprehensive and published mission specific to the institution and appropriate for higher education. The mission addresses teaching and learning and, where applicable, research and public service” (p.11).

**SUGGESTED MOTION:**

**Move to affirm the South Florida State College Mission Statement as presented.**





OFFICE OF THE PRESIDENT

Item 8.2

PRESENT TO BOARD: DECEMBER 8, 2021

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL

A handwritten signature in blue ink, appearing to read "Tom", is written over the name Thomas C. Leitzel.

SUBJECT: SFSC STRATEGIC PLAN (DESTINATION 2026) PRESENTATION

South Florida State College's (SFSC) strategic plan provides directions for prioritizing future initiatives, allocating limited resources, and providing a framework for implementing the college's mission, vision, and goals. The plan represents a multifaceted strategy developed by a wide cross-section of the college's faculty and staff with guidance and input from numerous stakeholders.

The plan is organized into six Strategic Initiatives, which are determined to be core functions for achieving the college vision and mission.

The proposed SFSC Strategic Plan, "Destination 2026", is presented to the SFSC District Board of Trustees for review, discussion, and approval.

**SUGGESTED MOTION:**

**Move to approve the SFSC Strategic Plan (Destination 2026) as presented.**

## ***9.0 Reports***



OFFICE OF THE PRESIDENT

Item 9.1

PRESENT TO BOARD: DECEMBER 8, 2021

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

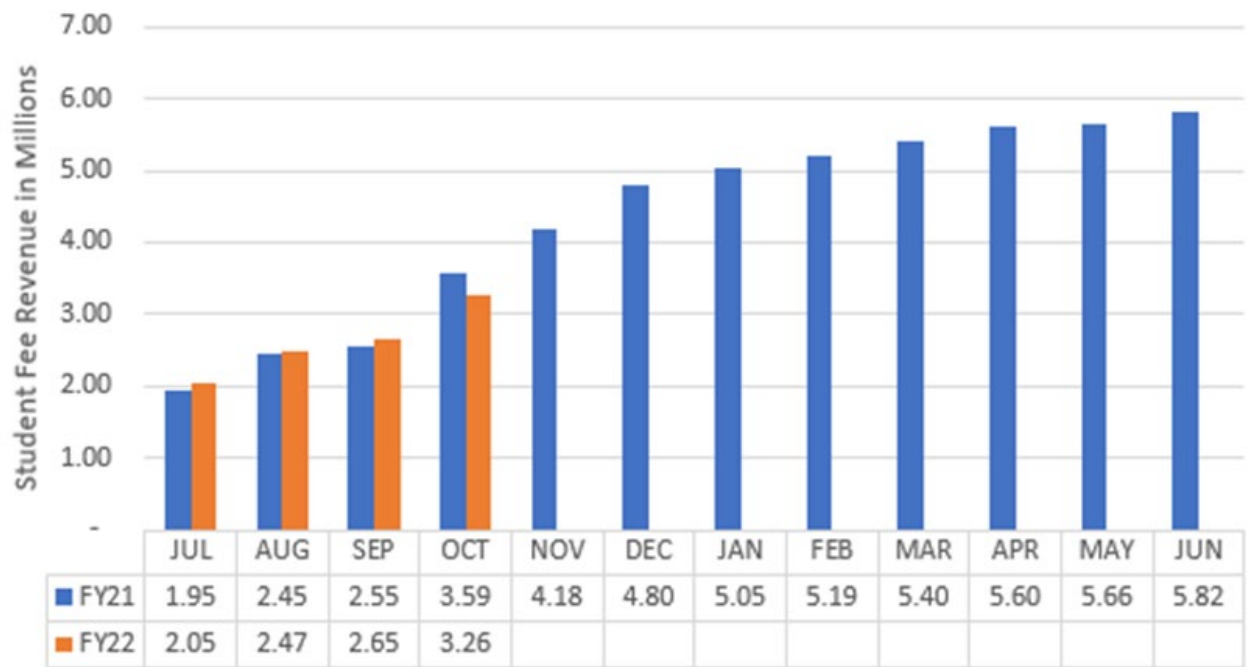
FROM: THOMAS C. LEITZEL

A handwritten signature in blue ink, appearing to read "Tom", is placed over the name Thomas C. Leitzel.

SUBJECT: FINANCIAL REPORT SUMMARY & GRAPHS – **INFORMATION ITEM**

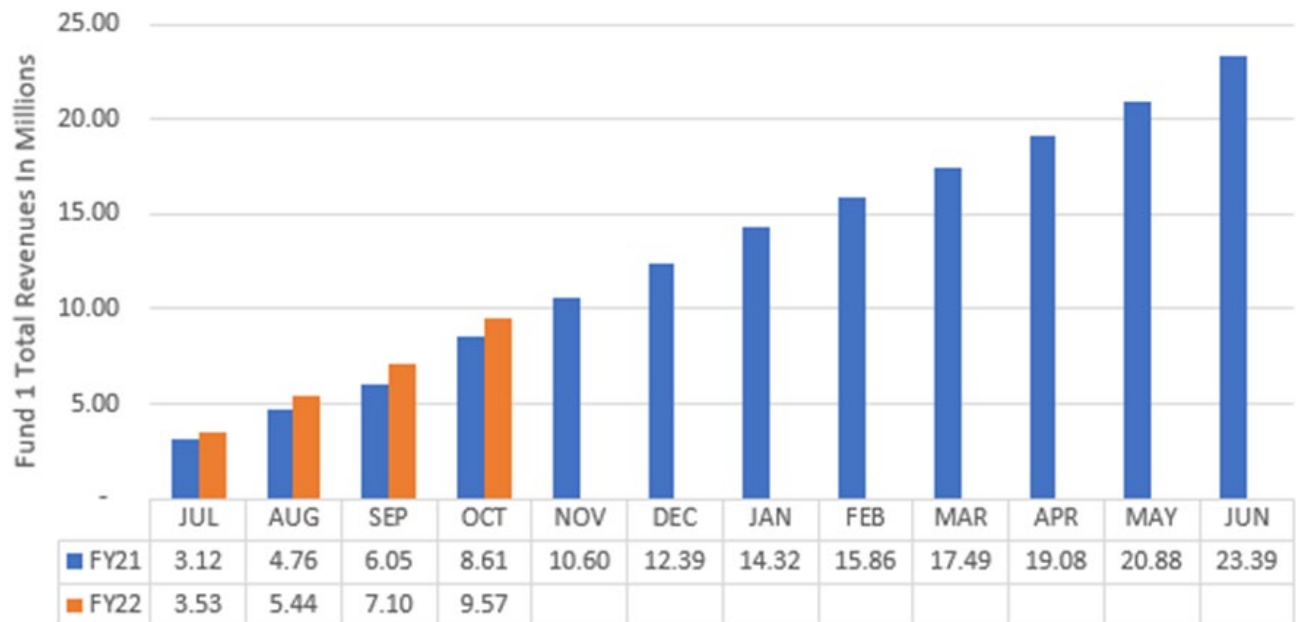
Enclosed for your review are the graphs and a summary of revenues and expenditures compared to budgeted funds within the Operating Budget through October 2021.

### South Florida State College Fund 1 Student Fee Revenue, FY21 vs FY22

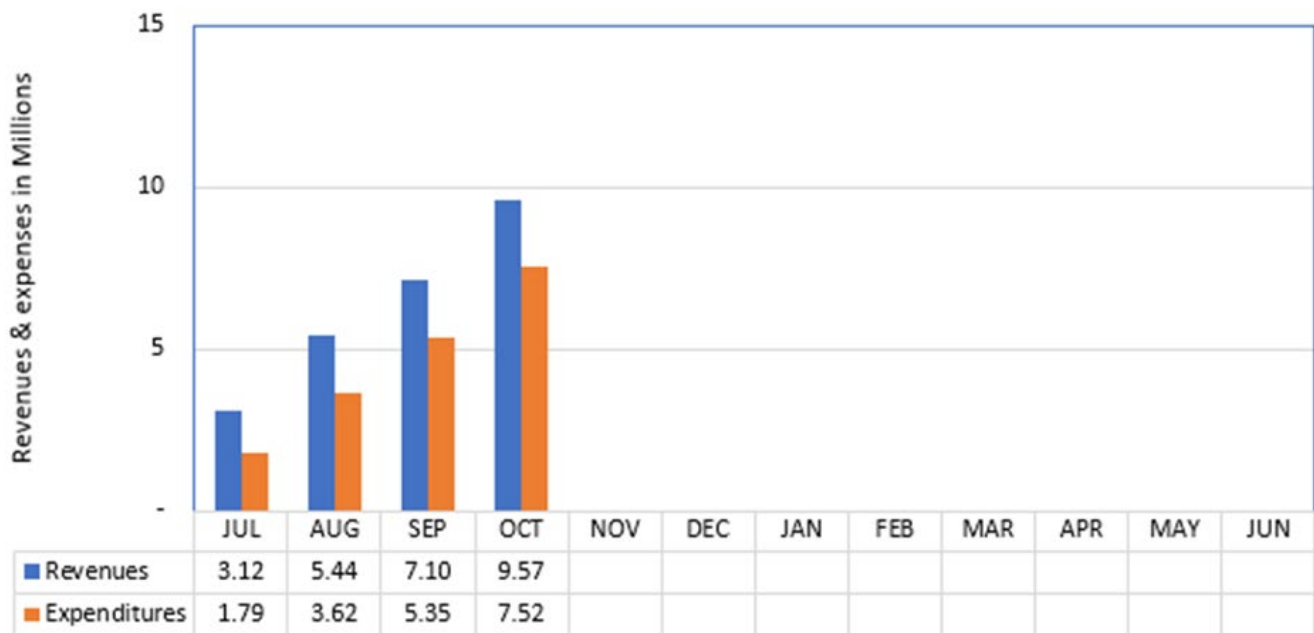


# South Florida State College Fund 1 FY21 vs FY22

## Total Revenue



### South Florida State College Fund 1 Total Revenues & Expenditures FY22



**South Florida State College**  
**Revenue and Expenditures**  
**For Month Ending October 31, 2021**

Acct Code	Account Title	Budget Amount	Amount	Difference	Percentage Collected/Spent to Date
401XX-403XX	Tuition and Out of State Fees	4,038,837.00	2,822,957.59	1,215,879.41	69.90%
404XX	Lab Fees	565,443.00	266,749.00	298,694.00	47.18%
408XX	Technology Fees	180,972.00	123,963.08	57,008.92	68.50%
405-407XX,409XX	Other Student Fees	122,888.00	45,814.48	77,073.52	37.28%
41600	Grants and Contracts from Counties	842,030.00	25,000.00	817,030.00	2.97%
421-42130	FCSPF-General/Special Appropriation	17,437,031.00	5,816,329.00	11,620,702.00	33.36%
4215X	Performance Based Incentive	348,497.00	61,166.00	287,331.00	17.55%
42210	CO&DS Entitlement	1,100.00	-	1,100.00	0.00%
42610	FCSPF-Lottery	2,799,758.00	311,084.00	2,488,674.00	11.11%
429XX,439XX	Indirect Costs Recovered	800,750.00	33,437.59	767,312.41	4.18%
441-44400	Cash/Non-Cash Contributions and Gifts	14,000.00	18,500.00	(4,500.00)	132.14%
46400	Use of College Facilities	50,000.00	3,210.84	46,789.16	6.42%
466XX,467XX	Other Sales and Services	80,000.00	17,925.81	62,074.19	22.41%
48100	Interest and Dividends	10,000.00	859.25	9,140.75	8.59%
487XX,489XX	Fines and Penalties/Miscellaneous	121,327.00	25,111.37	96,215.63	20.70%
49XXX	Transfers and Other Revenues	50,000.00	15.00	49,985.00	0.03%
	<b>Total Revenue</b>	<b>\$ 27,462,633.00</b>	<b>\$ 9,572,123.01</b>	<b>\$ 17,890,509.99</b>	<b>34.86%</b>
51XXX	Management	1,923,080.00	605,612.03	1,317,467.97	31.49%
52XXX	Instructional	5,047,047.00	1,324,329.89	3,722,717.11	26.24%
53XXX	Other Professional	2,929,678.00	840,532.40	2,089,145.60	28.69%
54XXX	Career Staff	2,633,746.00	861,600.39	1,772,145.61	32.71%
56XXX	Other Professional-Instructional	1,398,240.00	317,043.06	1,081,196.94	22.67%
57XXX	Other Professional-Tech/Clerical/Trade	187,518.00	26,585.11	160,932.89	14.18%
58XXX	Student Employment	25,000.00	687.50	24,312.50	2.75%
58500	Employees Awards	13,000.00	-	13,000.00	0.00%
59XXX	Benefits	5,608,621.00	1,375,007.41	4,233,613.59	24.52%
	<b>Total Personnel</b>	<b>\$ 19,765,930.00</b>	<b>\$ 5,351,397.79</b>	<b>\$ 32,522,457.77</b>	<b>27.07%</b>
605XX	Travel	271,749.00	35,806.25	235,942.75	13.18%
61000	Freight and Postage	21,738.00	9,376.35	12,361.65	43.13%
615XX	Telecommunications	62,000.00	28,026.43	33,973.57	45.20%
62000	Printing	45,584.00	6,276.12	39,307.88	13.77%
625XX	Repairs and Maintenance	1,437,238.00	654,877.88	782,360.12	45.57%
63000	Rentals	157,658.00	66,528.43	91,129.57	42.20%
635XX,637XX	Insurance	545,681.00	63,633.50	482,047.50	11.66%
64XXX	Utilities	1,652,086.00	486,190.84	1,165,895.16	29.43%
645XX	Other Services	834,376.00	302,341.71	532,034.29	36.24%
64700	Grant Aid	4,280.00	257.90	4,022.10	6.03%
65XXX	Professional Fees	112,175.00	20,552.46	91,622.54	18.32%
655XX	Education Office/Dept Materials Supp	740,908.00	277,936.64	462,971.36	37.51%
657XX	Data Software	23,290.00	4,798.91	18,491.09	20.61%
66000	Maint/Construction Material/Supp	402,500.00	85,987.45	316,512.55	21.36%
665XX	Other Materials and Supplies	95,549.00	28,122.28	67,426.72	29.43%
67XXX	Subscriptions/Library	60,600.00	11,541.75	49,058.25	19.05%
67500	Purchases for Resales	41,100.00	7,396.74	33,703.26	18.00%
680XX	Scholarships	45,000.00	14,215.00	30,785.00	31.59%
69XXX	Transfers and Other Expenses	360,000.00	190.00	359,810.00	0.05%
	<b>Total Current Expenses</b>	<b>\$ 6,913,512.00</b>	<b>\$ 2,104,056.64</b>	<b>\$ 4,809,455.36</b>	<b>30.43%</b>
706XX	Minor Equipment >1000<5000	620,000.00	7,982.84	612,017.16	1.29%
71000	Furniture and Equipment	530,000.00	55,324.25	474,675.75	10.44%
	<b>Total Capital Outlay</b>	<b>\$ 1,150,000.00</b>	<b>\$ 63,307.09</b>	<b>\$ 1,086,692.91</b>	<b>5.50%</b>



OFFICE OF THE PRESIDENT

Item 9.2

PRESENT TO BOARD: DECEMBER 8, 2021

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL

A handwritten signature in blue ink, appearing to read "Tom", is placed next to the name Thomas C. Leitzel.

SUBJECT: FOUNDATION REPORT

I. **Donations and Pledges to the SFSC Foundation, Inc.**

The chart presented is a summary listing of all donations and pledges made to the SFSC Foundation since the October 2021 meeting of the College District Board of Trustees. The included dates are October 1, 2021 through October 31, 2021. The total amount reported is **\$51,287.30**.

II. **Foundation Update**

- a. Student Residence Facility Update
- b. Duke Energy
- c. Giving Tuesday Update
- d. Hole-in-One Golf Shootout Update



**South Florida State College Foundation**  
**Gift Summary Report 10/1/2021 - 10/31/2021**

Fund #	Fund Description	# Gifts	Cash	Pledges	GIK/Other	Total
1000	Unrestricted	26	\$367.00	\$50.00	\$0.00	\$417.00
5011	SFSC General Scholarship	13	\$185.00	\$100.00	\$0.00	\$285.00
5025	General Nursing Scholarship	2	\$1.00	\$0.00	\$0.00	\$1.00
5031	SFSC Community Fund	5	\$55.30	\$0.00	\$0.00	\$55.30
5032	SFSC Library Donations	4	\$64.00	\$0.00	\$0.00	\$64.00
5045	Athletic Booster Club	6	\$65.00	\$0.00	\$0.00	\$65.00
5095	Dental Programs	2	\$50.00	\$0.00	\$0.00	\$50.00
5110	Highlands County Bar Assoc. S'ship	1	\$25.00	\$0.00	\$0.00	\$25.00
5158	TSIC Scholarships	14	\$180.00	\$0.00	\$0.00	\$180.00
6005	Partnership Project	7	\$145.00	\$0.00	\$0.00	\$145.00
6007	Field House Project/Ball Park	1	\$50,000.00	\$0.00	\$0.00	\$50,000.00
	Grand Totals:	81	\$51,137.30	\$150.00	\$0.00	\$51,287.30
	81 Gift(s) listed					
	38 Donor(s) listed					



OFFICE OF THE PRESIDENT

Item 9.3

PRESENT TO BOARD: DECEMBER 8, 2021

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: GRANTS DEVELOPMENT

**In Development**

**Title:** NSF S-STEM  
**Source:** National Science Foundation  
**Amount:** \$750,000  
**Description:** Funding will be requested for scholarships to encourage and enable domestic, low-income, academically talented students with demonstrated financial need to enter the US workforce or graduate study following completion of a degree in S-STEM eligible disciplines.

**Title:** Panther Youth Partners  
**Source:** CareerSource Florida  
**Amount:** \$650,000  
**Description:** Funding will be requested for youth services to operate the Panther Youth Partners program in DeSoto, Hardee, Highlands, and Okeechobee counties.

## **Submitted**

**Title:** **Strategic Finance for Student Success Grant**  
**Source:** National Association of College and University Business Officers (NACUBO)  
**Amount:** \$34,500  
**Description:** Funding has been requested to support growing needs for strategic financial practices that prioritize student success and equitable outcomes.

**Title:** **NEA American Rescue Plan Grant to Organizations #2**  
**Source:** National Endowment of the Arts (NEA)  
**Amount:** \$100,000  
**Description:** Funding has been requested to support day-to-day business expenses, operating costs, and salaries for the Alan Jay Wildstein Center for the Performing Arts.